



RESIDENTIAL BUILDING PERMIT APPLICATION CHECKLIST

To review your Permit Application the following information must be provided.

New Homes Construction – A completed building permit application and the following:

- ☐ **Certified Survey**—The survey must show the location and size of both platted and unplatted easements. If the building site is in the flood fringe a grid survey will also be needed.
- ☐ **Site Plan** (plot plan) drawn to scale, including driveway & sidewalk location, dimension & radius; location of window wells; building dimensions and distance to property lines for all existing and proposed structures; platted and unplatted easements, lot dimension, streets and alleys identified
- ☐ **Complete floor plans**, drawn to scale, including the location of the following items:
 - ☐ **Electrical**—electrical outlets, switches, light fixtures, smoke detectors, range outlets, exhaust fans and electrical panels (indicate electrical panel size in amperage)
 - ☐ **Plumbing**—lavatories, sinks, bathtubs, showers, water closets, dishwashers, laundry drains, water heaters (indicate gas or electric), floor drains, sump pump, and sewer back water valve, if necessary
 - ☐ **Mechanical**—Location and size in BTUs of HVAC units, heat pumps, fireplaces and stoves. (indicate whether gas or electric)
 - ☐ **Structural**—Joist and Rafter member sizes & spacing. Provide layout for all engineered floor joists, roof or floor trusses showing bearing locations and beam sizes. Show location of all walls over 10' tall. Identify interior load bearing walls. Indicate wall bracing method (e.g. solidly sheathed OSB, corner OSB panels only, or other approved methods)
 - ☐ **Foundation Plans**—Footing and pier locations and sizes (both interior and exterior), location of bearing and non bearing walls, girders and beams
 - ☐ **Window sizes**—location, sizes and types (ie: casement, single hung) and manufacturer

Additions & Accessory Buildings – A Completed Building Permit Application and the following:

Same as new construction, except a detailed site plan may be acceptable under certain conditions, in lieu of a certified survey.

Residential Remodel – A Completed Building Permit Application and the following:

Same as additions, except a certified survey and site plan are not required.

Review Process

Plans are reviewed on a first come, first serve basis. We ask for a minimum of three working days to complete a review. If additional information is necessary, the applicant will be notified. We will contact you once the permit has been approved.

For More Information

Building Services wants to help make the first stages of your project as easy as possible. We encourage you to contact us if you have any questions about your project.

Division of Building Services
P.O. Box 736, 300 W. Ash (room 201)
Salina, KS 67402-0736
785-309-5715 fax-785-309-5713
e-mail building.services@salina.org